**College of Education 2018-2019
Research Dissemination Travel Award**

**Overview**

The College Research Dissemination Travel Awardprovides financial support for faculty, faculty associates, and administrative professionals to attend and present at academic conferences and then to share what they have learned with college colleagues. The program provides up to $500 in reimbursement funds to augment other sources of support for conference attendance. Applications are accepted throughout the year until April 15st for each fiscal year.

**Award Details**

**Eligibility**

Applications must be submitted prior to travel. All tenured and tenure-line faculty, faculty associates, and administrative professionals in the College of Education are eligible. Individuals are eligible to receive up to $500 in travel funds each fiscal year, and an individual may apply multiple times if not funded for earlier applications. *Recipients of prior COE travel awards who have failed to meet grant obligations are ineligible.*

**Amount of Award**

Awards will be up to $500 to support conference attendance expenses. The number of awards and amounts are subject to availability of funds. For FY19 the College has set aside $7,000 in indirect funds to support research conference travel. The awards should augment School/Unit travel funds that have either already been used or encumbered. For example, if attendance at AERA in April will cost $1400 and one’s Department/School/University funds remaining are only $1000, one may request the additional $400.

**Application Materials and Procedures**

An application form can be found on the next page.

**Application Deadline**

Applications can be submitted at any time to Jennifer Dodson (518 DeGarmo, jndodso@ilstu.edu) before travel commences and will be evaluated when received on a monthly basis. Funds are available upon award acceptance. Applications will be considered from September to April each fiscal year until funds are gone.

**Evaluation Criteria**

The College of Education will evaluate applications approved by chairs/directors and select recipients based on the degree to which the application:

* Outlines the amount and sources of other travel or supplemental funds the faculty member has available to support research and travel,
* Describes the presentation and potential benefits of attending the conference for the applicant and College,
* Presents a reasonable itemized budget,
* Is well written and complete, and
	+ Contains confirmation from the supervisor that no other funds are available to support the travel.
	+ Previous award winner have written an article for the college website or made a presentation to the faculty.

**Conditions of the Award**

Acceptance indicates agreement to submit an article for the College of Education Conference News website (<http://education.illinoisstate.edu/faculty_staff/research/conference/>) that summarizes the research presentation and presents conference experiences and insights that would be of value to other COE colleagues. It should be submitted **within three months of supported travel in** Word or Rich Text Format. Completion of this condition is required to remain eligible for future COE travel awards.

**Important Dates**

* Funds must be spent no later than June 1 of the relevant fiscal year.
* All receipts for reimbursement and other required documentation must be presented to Jennifer Dodson **as soon as possible after return from travel but no later than 60 days after return and before June 30, 2018.**
* Articles will be sent to Jennifer Dodson (jndodso@ilstu.edu) within three months of travel.

**Questions?** Contact Barbara Meyer at bbmeyer@ilstu.edu

**College of Education
2018-19 Research Dissemination Travel Award Application**

|  |  |
| --- | --- |
| Name |  |
| Dept/School/Unit |  |
| Telephone |  |
| ISU email |  |
| Conference location |  |
| Conference dates |  |
| Conference presentation confirmation is attached | X if attached |
| Have you previously been awarded a COE Research Dissemination Award? | Yes | No |
| If yes, please provide a link or summary of the presentation/summary you provided the college. | X if attached |

 **Narrative:** (recommended length: approximately 400 words. See instructions above)

**List Other Travel or Supplemental Funds Received in 2018-2019 from all sources.** Provide source and amount (e.g. Pacific Rim, $2300 from COE)

**Budget Request Summary and Listing:**

Specify estimated expenses the award would help cover (e.g., conference fee, travel expenses, hotel expenses) that exceed committed/encumbered funding for the trip (e.g., self, department, and other grants). As with all travel expenses, retain documentation that may be needed to be submitted with travel vouchers.

|  |  |
| --- | --- |
| Travel Cost categories  | Costs  |
| Per diem |  |
| Registration |  |
| Hotel Room |  |
| Transportation (flight, taxi, car, etc.) |  |
| TOTAL COSTS  |  |
| Department/School/University funds available for you to use to support this travel TOTAL SUPPORT |  |
| DIFFERENCE BETWEEN COST AND SUPPORT |  |

**I support this request and confirm that the Department/School/Unit/University funds available to the applicant are all encumbered. There are no other Illinois State funds available to the faculty to use for travel.**

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**Department Chair, School Directors, Unit Supervisor Date**